

STATE OF MONTANA

DEPARTMENT OF ADMINISTRATION

ARCHITECTURE AND ENGINEERING DIVISION

1520 East Sixth Avenue • P.O. Box 200103 • Helena, Montana 59620.0103 Phone: 406.444.3104 • Fax: 406.444.3399

ARCHITECT/ENGINEER FEE PROPOSAL

Project Name:	<u>A</u> /	E#:			
Location:					
A 1. '4 4 /T '	D				
Architect/Enginee <u>r:</u> Address:		rate:one:			
Address	FII(ле			
BASIC SERVICES (areas that do not apply are to	o be left blank)	Costs/Expenses			
Schematic Design Phase (SD)	,	•			
Administration / Coordination / Meetings / Dat	a Gathering / Quality Control				
Architecture - Design / Specifications / Drafting / Cost Estimating Mechanical - Design / Specifications / Drafting / Cost Estimating					
					Electrical - Design / Specifications / Drafting /
Structural - Design / Specifications / Drafting /					
Civil - Design / Specifications / Drafting / Cost	Estimating				
Reimbursables (travel, phone, mail, printing, et	tc.)				
	Schematic Design Phase (SD) Total =				
Design Development Phase (DD) or Preliminary D	Design Phase (PD)				
Administration / Coordination / Meetings / Dat	a Gathering / Quality Control				
Architecture - Design / Specifications / Drafting	Architecture - Design / Specifications / Drafting / Cost Estimating				
Mechanical - Design / Specifications / Drafting	Mechanical - Design / Specifications / Drafting / Cost Estimating				
Electrical - Design / Specifications / Drafting /	Cost Estimating				
Structural - Design / Specifications / Drafting /					
Civil - Design / Specifications / Drafting / Cost	<u> </u>				
Reimbursables (travel, phone, mail, printing, et	tc.)				
Design Developme	ent Phase (DD) or Preliminary Design (PD) Total =				
Construction Document Phase (CD)					
Administration / Coordination / Meetings / Dat	a Gathering / Quality Control				
Architecture - Design / Specifications / Drafting					
Mechanical - Design / Specifications / Drafting	·				
Electrical - Design / Specifications / Drafting /					
Structural - Design / Specifications / Drafting /					
Civil - Design / Specifications / Drafting / Cost	Č				
Reimbursables (travel, phone, mail, printing, et					
	Construction Documents Phase (CD) Total =				
Bidding Phase (BD)					
	Administration / Coordination / Addenda / Responses				
Pre-Bid Meeting and Meeting Minutes					
Reimbursables (travel, phone, mail, printing, et	tc.) – do not include bid document reproduction				
	Bidding Phase (BD) Total =				
Construction Administration Phase (CA)					
Pre-Construction Meeting and Meeting Minute					
Administration / Coordination / Meeting Minut	•				
Architect's Site Visits:	Trips @ per Trip				
Mechanical Engineer's Site Visits:	Trips @ per Trip				
Electrical Engineer's Site Visits:	Trips @ per Trip				
Structural Engineer's Site Visits:	Trips @ per Trip				
Civil Engineer's Site Visits:	Trips @ per Trip				

Substantial Completion(s)	Inspection & Report	
Final Completion Inspection		
Reimbursables (travel, ph	one, mail, printing, etc.)	
	Construction Administration Phase (CA) Total =	
	BASIC SERVICES TOTAL =	

ADDITIONAL SERVICES (areas that do not apply are to be left blank, add any items not listed)	Costs/Expenses				
Master Planning					
Programming/Planning					
Fund-Raising & Marketing (provide a breakdown of deliverables – models, renderings, etc.)					
Feasibility Study					
Fixtures, Furnishings & Equipment Services					
Life Cycle Cost Analysis					
Value Engineering Analysis					
Energy Study					
Asbestos / Hazardous Materials Investigation					
Specialty Consultants (specialty consultants' fees are part of Basic Services unless noted otherwise)					
Acoustical					
Audio / Visual / Communication / Information Technology					
Correctional					
Cost Estimating					
Education / Demographics					
Interior Design					
Kitchen / Food Services					
Laboratory / Research					
Landscape Architect					
LEED / Sustainability					
Security / Security Electronics					
Site Survey					
Geotechnical Investigation					
Construction Staking					
Third-Party Construction Document Review					
Bid Document Reproduction (show here if provided as lump sum, leave blank if at-cost)					
On-Site Construction Administration					
Record Drawings					
Warranty Inspection & Report					
ADDITIONAL SERVICES TOTAL =					
I hereby certify that this professional services fee proposal is inclusive of all labor, supervision, or	overhead, profit, reimbursable				
expenses (travel, per diem, lodging, materials, supplies, phone, etc.) and all other items directly or indire					

services for which I am contracting with the Owner.

Submitted by:			
	(Firm Name)	(Architect/Engineer Signature)	(Date)